

MID SUSSEX DISTRICT COUNCIL

Equalities Assessment

Title of Policy/Service/Contract: Development Brief for Land south of The Old Convent, Moat Road and land adjoining Surgery, St Michael's Road, East Grinstead

Division: Planning Policy

Lead Officer: Alma Howell

Date Assessment completed: 27th September 2011

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

The Development Brief supplements policy contained within the Council's Small Scale Housing Allocations Document adopted in 2008. A policy requirement of that document is that a joint development brief should be prepared for two adjoining sites in the centre of East Grinstead i.e. land south of The Old Convent, Moat Road and land adjoining Moatfield Surgery, St Michael's Road. The Development Brief is intended to provide guidance, which will help to ensure that high quality, sustainable, residential development occurs at these sites that respects the setting of The Old Convent (a grade 1 listed building) and the character of the area in general.

The purpose of the brief is to set out, primarily for the benefit of the community, landowners and developers the requirements of the Local Planning Authority, the Highway Authority and other service providers. It provides a basis on which developers can prepare plans and financial programmes. It also sets out the principles of development that should be adopted by developers including: land users; highway arrangements; layouts; design; provision of open space; access landscaping and provision for wildlife.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The main customers of the Development Brief are:

Internal

- Development Management officers

External

- local residents;
- District and East Grinstead Town Councillors;
- Organisations such as West Sussex County Council, English Heritage, Environment Agency, Natural England, Victorian Society and service providers;
- Those involved in the development industry such as developers, landowners, agents);

1.3 If your service is likely to use contractors you need to consider whether equality is a core contractual requirement by asking the following questions:

a) is the purpose of the contract to provide services directly to the public and is it considered relevant to equality? N/A

b) Is the provision of Goods, Works or Services in question likely to affect, directly or indirectly, your ability to meet the duty to promote equality? N/A

c) is the contract value £1 million or over? N/A

If the answers to the questions are “no” then equality will not be a core requirement of the contract and will have a low relevance to equality issues, and if the answers are “yes”, equality will be a core requirement of the contract and will have medium or high relevance to equality issue. See Appendix One of the MSDC Guidance Document *“Integrating Equality and Diversity into Procurement”* for further information on determining the relevance of equality and what measures you will need to consider to ensure contractors comply with the Council’s equality policies and schemes and relevant legislation.

1.4 will the contract have an impact on the community and Race Relations or other Equality issues? N/A

1.5 where Equality issues are identified as core, how will the Council consider it at each stage of the procurement/contract process? N/A

1.6 where Equality issues are identified as core, what arrangements will we require for monitoring Equality aspects of the Contract throughout its lifetime? N/A

1.7 is it necessary to include a reference to Equality in the Tender Advert / OJEU Notice? N/A

1.8 is it necessary to include a reference to Equality in the Specification? N/A

1.9 is it necessary to include Equality issues in the Key Performance Indicators? N/A

1.10 is it necessary to request a Method Statement to indicate how an equitable service will be provided? N/A

1.11 if the Contract is for Goods, will the goods which are to be supplied meet the needs of a particular racial or other minority group? N/A

Assessment of Impact and Needs - Supported with evidence from Data and Consultation

This assessment has been undertaken for the Development Brief for land south of The Old Convent and Land adjoining Moatfield Surgery, East Grinstead which is to be considered for adoption as a supplementary planning document by Cabinet on 10th October 2011. The brief provides guidance to inform future planning applications that are submitted for the sites.

Evidence

The guidance contained within the development brief has been shaped by a balanced public consultation with residents, key organisations including Age UK, disability groups and those in housing need during the preparation of both the Small Scale Housing Allocations Document 2008 and the development brief itself.

Mid Sussex Small Scale Housing Allocations Development Plan Document

The Mid Sussex Small Scale Housing Allocations Development Plan Document, adopted in April 2008, allocates Land south of The Old Convent, Moat Road (Policy SSH/7) and Land adjoining Moatfield Surgery, St Michael's Road, East Grinstead (Policy SSH/8) for residential development subject to a number of policy considerations. Widespread public consultation with organisations and residents was carried out at the different stages in the preparation of Small Scale Housing Allocations Document including consultation with Age UK, disability groups and those in housing need.

Consultation Draft Development Brief - November 2010 - January 2011

During the early stages of the preparation of the Brief, planning officers held discussions with residents, organisations East Grinstead Town Council and the potential developer of the sites. The comments received from these parties have been taken into account in formulating a Draft Brief for consultation. Officers at West Sussex County Council, as well as other departments in the District Council, have provided professional advice together with the Victorian Society, English Heritage and key service providers.

The consultation Draft Development Brief was published for public consultation from 15th November 2010 to 10th January 2011. Consultation with protected characteristic groups was carried out at this stage in order that their needs could be accommodated within the brief. The Council's Housing department in consultation with the Housing Needs Register provided information on the Housing Mix and Affordable Housing requirements that should be included within the brief.

2. Assessment of Impact and Needs - Supported with evidence from Data and Consultation

	Opportunity to promote equality and/or barriers to service/differential impact	Evidence base	Current actions taken to address these	Further actions required
Race	The Document does not have any differential impact on this equalities group.	No representations were received at any stages of the consultation raising this as an issue or asking for translation of the document	No specific action required.	None
Disability	Access to all new buildings and access around the development will be to latest accessibility standards and in particular in accordance with the Department of Transport's 'Manual for Streets,' English Heritage guidance 'Streets for All' and Lifetime Home standards.	Department of Transport's 'Manual for Streets,' English Heritage's guidance 'Streets for All' Lifetime Home standards	The brief contains reference to these requirements.	To ensure that these specific requirements of the development brief are contained within the planning application proposals submitted for the sites.
Age	The scheme will deliver a mix of homes and open space and assist in the aim of creating a sustainable community .This scheme, along with others will assist in providing the housing choice that is needed for all ages of the community.	Consultation with the Council's Housing Department who referred to their Housing Needs register and the Strategic Housing Market Assessment when providing advice to be contained within the brief	The brief contains guidance on affordable housing, design, accessibility, transport, community facilities, infrastructure and housing mix.	To ensure that these specific requirements of the development brief are contained within the planning application proposals submitted for the sites.
Gender	The Old Convent Development Brief is not considered to present any barriers or opportunities affecting gender.	None	No specific action required.	None
Religion and Belief	The Document does not have any differential impact on this equalities group.	None	No specific action required.	None
Gender reassignment / Sexual Orientation / Marriage and civil partnership	The Document does not have any differential impacts on this equalities group.	None	No specific action required.	None
Residential Location	The Supplementary Planning Document does not have any differential impacts on this equalities group.	None	No specific action required	None
Income or	The scheme will deliver affordable housing	Consultation with the	The brief contains specific	To ensure that these specific requirements of

skill level	and a mix of homes.	Council's Housing Department who referred to their Housing Needs register and the Strategic Housing Market Assessment when providing advice to be contained within the brief.	guidance on affordable housing that is required and housing mix.	the development brief are contained within the planning application proposals submitted for the sites.
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3. ANALYSIS AND ACTION PLANNING

Any gaps in information or provision, opportunities to promote equalities and/or barriers to services identified above need to be translated into SMART targets and recorded here. These actions then need to be incorporated into service plans so that they can be monitored at service level and also as part of a corporate equalities action plan.

Issue	Action/Target	Lead Officers	Deadline	How will impact be measured?
Ensuring that the requirements of the brief in relation to affordable housing, accessibility, housing mix, recreational provision and community facilities are included within the planning applications proposals submitted for the sites.	Adoption of the brief by Cabinet. Assessment of planning applications submitted for the sites to ensure conformity with requirements of development brief.	Alma Howell and Steve Ashdown	10 th October 2011	Conformity of planning applications with requirements of development brief.
Ensuring that once the brief is adopted it is published as widely as possible so that local minority groups are aware of its requirements	To ensure a variety of methods are used to publicise the adoption of the document.	Alma Howell	October 2011	Notice in newspaper Document available in libraries, help points and Council offices Letter to local residents and organisations Web site.

4. Signing off this assessment and action plan

Signature 
Person undertaking the assessment

Date 27th September 2011

Signature Date
Head of Service